

Sub : Syllabus for the Written Test for Adjudging the suitability for the post of Sr. Clerk, Level-5 (GP 2800) for Personnel Deptt.

1.	<b>GENERAL</b>
	1. Dak handling, Maintenance of Files, Record Keeping, Maintenance of Statistics.
	2. Letter Writing, DO Writing, Notification, Note Writing, Speaking Order
2.	<b>General Service conditions of Railway servants</b>
3	(i) Discipline and appeal rules.
	(ii) Pay and Allowances
	(iii) Pass Rule & Leaves Rules.
	(iv) Settlement, Pension, Dues after death.
	(v) Service Conduct Rules.
	(vi) Establishment Matters:- Recruitment, Promotions and Transfer
4	Maintenance of Cash-Imprest.
5	Preparation of Pay orders, Clearance of bills.
6	Factory Act, Workman Compensation Act. Hours of employment regulations, Minimum Wages Act. Staff Benefit Fund
7	Working knowledge of computers –Hardware (Disc RAM, ROM, Monitor), Software (MS Word, MS Excel) and Power Point Presentation.
8	Working knowledge of Microsoft Word and Microsoft Excel.
9	Budget & Budget terms.
10	Vacancy Bank, Creation of Posts, Bench Marking, Supernumerary Posts, Redeployment of surplus Staff
11	Allowance and Advances in different circumstances available to Railway employee.
12	ISO Certification:- Procedure for obtaining the certification & subsequent compliance for continuation of the same.

### राजभाषा के पाठ्यक्रम -

संघ सरकार की राजभाषा नीति, संविधानिक व्यवस्था, राजभाषा हिन्दी के प्रयोग सम्बन्धी नियम, केन्द्रीय सरकार के कार्यालयों में राजभाषा कार्यन्वयन संबंधी आदेश के प्रयोग करने पर मिलने वाले विभिन्न प्रोत्साहन पुरस्कार। डीएमडब्ल्यू में राजभाषा हिन्दी का प्रयोग प्रसार बढ़ाने के लिए लागू की गई प्रोत्साहन पुरस्कार योजनाएं।

12/4/19  
वरि० कार्मिक अधिकारी,  
डीएमडब्ल्यू/पटियाला